

Approved For Release 2001/11/19 : CIA-RDP79-00261A000100010024-5

CENTRAL INTELLIGENCE GROUP

Personnel and Administration Branch

Services Division

Transport Section

The Transport Section arranges all details necessary for the transportation of civilian and military personnel of the Agency going overseas; secures passports and visas; obtains domestic travel reservations; arranges for all overseas shipment of supplies and materials; supervises and directs the activities of the civilian and military motor pools.

Personal Services

<u>Positions</u>	<u>Manyears</u>	<u>Amount</u>
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CENTRAL INTELLIGENCE GROUP

TRANSPORT SECTION

OFFICE OF THE CHIEF

Acts as the coordinating and liaison agency for procuring the domestic or foreign transportation necessary to move all CIC personnel and cargo.

Domestic

Makes hotel, air or train reservations for personnel who are required to travel within the continental limits of the U.S. in connection with their official duties, issues the necessary Travel Requests, and renders any other assistance required in connection with their travel.

Foreign

Arranges for all foreign transportation of civilian and military employees and maintains necessary liaison with respect thereto; obtains air priorities when required; secures all passports and visas.

Cargo

Arranges for all overseas shipment of supplies and equipment and operational supplies; prepares, issues, and distributes War Shipping Documents; maintains liaison with U.S. Dispatch Agents and Ports of Embarkation; supply weights and cubages to POE in order to reserve the amount of space necessary for shipments; and obtains priorities when required.

Motor Pool

Provides motor transportation for military and civilian personnel in and around Washington; provides for repair, storage, and assignment of all vehicles.

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CENTRAL INTELLIGENCE GROUP

Personnel and Administration Branch

Services Division

Motor Pool

Transport Section (Cont'd)

<u>Title</u>	<u>Grade</u>	<u>Annual Salary</u>	<u>Positions</u>	<u>Manyears</u>	<u>Amount</u>
Chief	CPC-10				
Ass't Chief	CPC-9				
Service Men	CPC-8				
Chauffeur	CPC-6				
Chauffeur	CPC-3				
Total					

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